



Lawrence Berkeley National Laboratory

DIVERSITY & INCLUSION PLAN

July 2011 – July 2012

Lawrence Berkeley National Laboratory

University of California Laboratory Management Office

Department of Energy – Berkeley Site Office

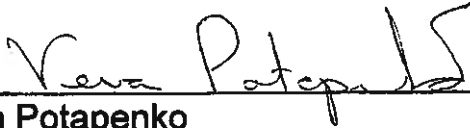
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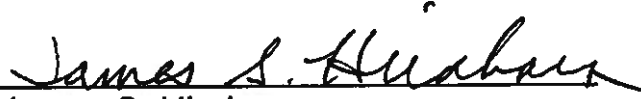


Background Information

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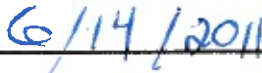
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DIVERSITY AND INCLUSION GUIDING PRINCIPLES

Statement from Director of Berkeley Laboratory Paul Alivisatos

Just as science reveals nature's diversity, science organizations reveal their own nature by the diversity and inclusion they foster.

At Lawrence Berkeley National Laboratory, diversity of people and thought is part of our unique social fabric and a key to our research success. It is also a daily and personal commitment -- and an expectation. Each employee has a role to play. Every employee has a responsibility to act.

We believe in the Laboratory's mission to share the benefits of scientific discovery with the world. We also respect the differences in our workplace community. In doing so, our actions are guided by the following principles:

- *Listen to others and encourage collaboration.*
We are stronger as a group when our uniqueness is valued.
- *Reach out if you see someone confused or in need.*
We are concerned about others.
- *Treat others with respect.*
We believe in fairness for all.

Sincerely,

Paul Alivisatos
Director of Berkeley Laboratory
July 1, 2011



INTRODUCTION

Lawrence Berkeley National Laboratory (aka LBNL, Berkeley Lab, the Lab, the Laboratory) is committed to encouraging and supporting diversity both within its employee base and through its participation in the surrounding community. Berkeley Lab is a powerful force in the Berkeley community and has numerous programs in place that support the hiring, training and development, and retention of employees from diverse backgrounds and experiences. Additionally, Berkeley Lab activities and policies support minority-education programs and minority-owned businesses.

The following sections describe some of our diversity and inclusion efforts.

RECRUITMENT STRATEGIES:

- The Human Resources (HR) Department, in consultation with the hiring manager, will develop an appropriate recruitment strategy, i.e. suitable search, designated to obtain a diversified pool of qualified candidates and to maintain an efficient recruitment process. The recruitment strategy allows as much time as possible to create a diversified applicant pool to meet affirmative action objectives. HR furnishes availability information on divisional affirmative action recruitment goals to the hiring department.
- HR develops a detailed recruitment plan for new positions taking into consideration underutilization data and external resources to address the underutilization needs of the position within departments. These resources include:
 - ✓ Women and minority organizations
 - ✓ Community-based organizations including groups working with people with disabilities and veterans
 - ✓ Professional industry and discipline-specific organizations
 - ✓ Diversity-related resources
 - ✓ College and university programs and associations
 - ✓ Job fairs and conferences

Our resource list is updated regularly and as new and valuable resources become available.

- During FY2011 the Human Resources Department implemented a new online applicant recruiting/tracking system. With improved candidate tracking and searching capabilities, the Human Resources Department believes that this system will provide better tools to recruit more diverse candidates. The new



online job application system includes an option for applicants to provide ethnicity and gender information to define the diversity of the applicant pool. Of course, applicants may decline to self-identify.

- The Diversity EEO/AA Manager provides underutilization reports to top management. These reports identify Laboratory placement goals. These goals are entered into the Human Resources Information System (HRIS). At the creation of every open position (job requisition), the underutilization data, if applicable, is displayed on the form as a reference. The underutilization reports are prepared semi-annually for internal dissemination to relevant Laboratory personnel.

Analysis of the work force includes the composition and fluctuation of women and minorities; updated availability estimates and utilization levels; and progress toward current affirmative action goals. The monitoring system is reviewed periodically to ensure that the data collection method provides current and accurate supporting documentation. Berkeley Lab works diligently to make certain that racial, national origin or any other protected class profiling does not occur in the workplace. We are committed to a diverse work environment where every qualified person has an equal opportunity to learn and succeed.

- Berkeley Lab continues to market itself as an employer of choice through the Internet and other social network media such as Facebook, LinkedIn and Twitter, as well as through focused local outreach efforts aimed at the rich variety of communities in which the Laboratory is located. For FY2011-12 Berkeley Lab will reach out to the scientific professional organizations that our current scientific population belongs to in hopes of recruiting a more diverse workforce.
- Berkeley Lab uses a variety of Web sites for Internet advertising in an effort to attract a diverse group of job applicants. These include (but are not limited to):
 - ✓ Asian-Jobs.com
 - ✓ Association for Women in Science
 - ✓ Association of Women Geoscientists
 - ✓ Beyond.com
 - ✓ DICE.com
 - ✓ Diversity.com
 - ✓ LatPro.com
 - ✓ Science Diversity Center (SDC) thru Sciencecareersite.com
 - ✓ Society for Advancing Chicanos and Native Americans in Science



- ✓ Society of Women Engineers
- ✓ Women in Technology

PROGAMS SUPPORTING DIVERSITY:

The Ernest Orlando Lawrence Postdoctoral Fellowship

Berkeley Lab maintains a postdoctoral fellowship program to identify, develop, and enhance career opportunities for the most qualified candidates from a diverse applicant pool. This program offers challenging opportunities to recent recipients of doctoral degrees to conduct research in areas relevant to the Laboratory's mission.

The Ernest Orlando Lawrence Postdoctoral Fellowship provides opportunity across all scientific disciplines and divisions. It recognizes outstanding individuals from historically underrepresented groups in emerging scientific research fields.

Diversity & Inclusion Council

Berkeley Lab's Diversity & Inclusion Council develops and implements new initiatives designed to strengthen existing diversity and inclusion efforts in order to attract and retain a workforce that reflects our diverse community.

The Diversity & Inclusion Council is comprised of representatives from each division who are selected by their respective division directors. They provide recommendations and counsel to senior management on diversity-related issues. The Diversity & Inclusion Council provides a forum for identifying and sharing ideas, implementing existing best practices, and exploring new strategies that have proven effective in increasing diversity and awareness.

In FY2011, two subcommittees completed their goals:

- **Climate of Inclusion** – Analyzed the 2010 employee survey results and presented diversity related recommendations to senior lab management.
- **Diversity Recognition** – Updated lab-wide recognition award process to include recognition of staff that contribute towards creating a more diverse workforce.

In FY2012, the Diversity & Inclusion Council has identified the following four active subcommittees:



- **Diversity and Inclusion Speakers & Social Activities** – Sponsor speakers and social activities around diversity related topics to further increase awareness for all staff.
- **Workload** – Analyze how work requirements of some jobs impact work/life balance.
- **Mentoring Advisory Subcommittee** – Recommend the core elements of a possible generic mentoring program that can be adapted by different Berkeley Lab divisions.
- **Performance and Development Advisory Subcommittee** – Provide guidance and input to Berkeley Lab's performance and development programs. This group has already provided input into the new Performance Management Process that was rolled out in 2011.

Women Scientists & Engineers Council (WSEC)

Issues of gender affect the careers of women scientists, engineers, and researchers around the world. Berkeley Lab addresses these challenges through the WSEC. WSEC hosts three to four luncheon seminars per year, highlighting the work of women scientists, engineers and postdocs. These forums are offered to increase networking/collaborative opportunities across all scientific disciplines.

For FY2011-12, the WSEC continues to have three active subcommittees to address challenges that women scientists and engineers may face during their careers:

- **Recruitment & Retention** – Develop and implement strategies to enhance the recruitment and retention of qualified women scientists and engineers.
- **Professional Development** – Identify and address the critical professional needs of women scientists, engineers and researchers at Berkeley Lab.
- **Work/Life Balance** – Seek to discover innovative ways for staff to balance “professional and personal” quality of life. This committee completed creation of a WSEC web page, as part of the Human Resources and Diversity website in 2011, and added a work/life balance component as part of its efforts to improve work/life balance at the lab.

In addition to a web page, the Work/Life Balance Committee has added lactation locations at the Lab. Buildings with designated lactation rooms come with chair, locking door, sink, and electrical outlet.



Each subcommittee works to broaden its participation and networking, identifies specific goals and accomplishments, and raises awareness of the value and importance of a diverse and inclusive workforce.

Employee Activities Associations

Berkeley Lab supports, funds and encourages participation in several employee-led organizations where staff from all levels and all divisions come together around a common theme or interest. Among these are the Asian Association; Feldenkrais Awareness Through Movement; Filipino Martial Arts; Gay, Lesbian, Bisexual, Transgendered, & Friends (GLBT&F); Latino and Native American (LANA); Martial Arts; Tai Chi; Ukelele; and Yoga clubs.

EDUCATIONAL OUTREACH

In its educational outreach, Berkeley Lab's Center for Science and Engineer Education (CSEE) focuses on local diverse communities, primarily in Berkeley, Oakland, West Contra Costa County and Emeryville. Berkeley Lab's scientists and other staff volunteers serve as teachers and mentors at local schools. Our educational outreach programs include:

- ***Berkeley Lab Adventure Zone in Elementary Science (BLAZES)***: A hands-on workshop and lab tour tied to the California Science Standards, provided at no cost to local fifth grade students.
- ***Berkeley Lab Afterschool Science and Technology (BLAST)***: A hands-on afterschool program for local students in grades six through eight.
- ***Berkeley Lab Education Visit (BLEV)***
On site visit for local grades six through fourteen to conduct tours and hands-on activity with lab volunteers.
- ***Berkeley Lab In School Settings (BLISS) Resource Center***: In October of 2009, CSEE launched the BLISS Resource Center, funded by a gift from the S.D. Bechtel, Jr. Foundation, to provide kits of age-appropriate, kid-tested, educationally sound science activities - most of which have been developed by colleagues at the Lawrence Hall of Science - for check-out and use by Lab employees in local elementary and middle schools. The BLISS Resource Center provides workshops, activities, literature and other resources to all Berkeley Lab employees to enable them to be ambassadors for science education in their communities. All BLISS materials are aligned with the California Science Standards in use by schools across the state.



- **DOE Regional Science Bowl Competition**
Berkeley Lab's Science Bowl is part of the Department of Energy's National Science Bowl. It is an academic competition for local teams of high school students.
- **Science Undergraduate Laboratory Internship (SULI)**
A ten-week internship program for undergraduate students to work with scientists or engineers on projects related to Berkeley Lab's research programs. Interns also attend career planning events and numerous training/informational sessions.
- **Community College Initiative (CCI):** A ten-week internship program for community college students to work with scientists or engineers on projects related to Berkeley Lab's research programs. Interns also attend career planning events and numerous training/informational sessions.
- **Faculty and Student Teams (FaST):** A three-year program designed to provide ten-week internships each summer for faculty and undergraduate students from minority-serving institutions (MSIs) to work with scientists or engineers on projects related to the Lab's research programs. They also attend career planning events and numerous training and informational sessions. The program is a joint initiative between Department of Energy (DOE) and the National Science Foundation to help build research capacity at traditionally underserved institutions of higher education.
- **Industry Initiatives for Science and Mathematics Education (IISME)**
Program supported by S.D. Bechtel, Jr. Foundation at Berkeley Lab includes an eight-week mentored internship for science teachers in the summer. Participants are placed in a scientific division based upon academic preparation, teaching assignments, experience and interests.
- **Berkeley Lab Internships for Precollegiate Scholars (BLIPS):** A seven-week scientific internship programs for Bay Area high school juniors.

CONTRACTING AND PROCUREMENT

It is the policy of Berkeley Lab to support and foster the Small Business Program policies of the Department of Energy. These policies are underpinned by an understanding that economic, political, and demographic shifts in our communities during the past several decades demand that we expand access to contractual opportunities for Small, HUB Zone, Service-disabled/Veteran-Owned, Small Disadvantaged, 8(a) and Women-Owned Business. Berkeley Lab encourages businesses in these categories to bid all laboratory subcontracts. A listing of the



laboratory's upcoming subcontracting opportunities can be found on the Small Business website. (<http://www.lbl.gov/Workplace/CFO/pro/small-bus/index.html>).

To this end, the Laboratory collaborates with DOE to maximize the scope and effectiveness of small business outreach and contracting. Programs that have been developed to accomplish this objective include:

- Small Business Reservation and Set-aside;
- 8(a) Business Development;
- Hub zone Empowerment Contracting; and
- Preference for Women-Owned Small Businesses and Service-Disabled/Veteran-Owned Small Businesses.

One specific example of the Laboratory's commitment to helping small disadvantaged businesses, is the subcontracting mentor-Protégé agreement with CE2 Corporation, a company specializing in providing mission support services for government agencies and commercial industries, particularly in the areas of: Project Management; Environmental Restoration; Data Management; Administrative Support; and Waste Management. As CE2's mentor, the Laboratory is committed to helping this company realize its technical and business capabilities by awarding it subcontracts as appropriate, introducing CE2 to DOE clients and sister Laboratories, and enhancing its ability to be self-sustaining as a viable business concern.

Berkeley Lab also has a presence at many national outreach activities that focus on working with small and minority-owned businesses. In 2011, some of these included:

- California Disabled Veteran Business Alliance Fair
- Department of General Services Advocate SB Meeting
- DOE 11th Annual Small Business Conference
- DOE SB Program Manager's Meetings
- East Bay SB Development/Contracting Summit
- JPL NASA Annual High Tech Small Business Conference
- National Association of Women Business Owners
- National Minority Supplier Development Council Conference
- Northern California 8(a) Association Meetings
- SBA Bay Area Vendor Fair
- SBA Regional Business Matchmaking
- UC Annual Vendor Fair at UC Berkeley
- US Army Corps of Engineer Veterans and SB Conference
- US. Pan Asian Chamber of Commerce Conference



- Various Chambers of Commerce Convention
- Woman Business Enterprise National Council (WBENC)

DIVERSITY-RELATED POLICIES

Nondiscrimination

Berkeley Lab has a nondiscrimination policy in place which prohibits discrimination against or harassment of any persons employed by or seeking employment with the Laboratory on the basis of race, color, national origin, religion, sex, gender identity, pregnancy, physical or mental disability, medical condition (cancer-related or genetic characteristics), genetic information (including family medical history), ancestry, marital status, age, sexual orientation, citizenship, or service in the uniformed services. This policy applies to all employment practices, including recruitment, selection, promotion, transfer, merit increase, training and development, demotion, and separation. To achieve a diversified workplace, the Laboratory's affirmative action programs ensure that all individuals are given an equal opportunity to compete for jobs.

Prevention of Profiling Based on Race or National Origin

Profiling employees or potential employees based on perceived racial, sexual or national origin characteristics is illegal and works against achieving fairness and equal opportunity in the workplace. Berkeley Lab supports this policy and knows that in order to achieve true diversity in the workplace, every individual must be given the opportunity to achieve.

Affirmative Action Plan

Berkeley Lab's Affirmative Action Plan (AAP), approved by the Laboratory Director, guides the Laboratory's recruitment efforts. This plan is disseminated to the Director, Deputy Director, the Associate Laboratory Directors, Division Directors, and the Human Resources Department. Annual briefings, conducted by the Diversity EEO/AA Manager, provide information about the Laboratory's progress in meeting affirmative action goals.

Berkeley Lab's auditing and reporting system is intended to complement existing efforts to maintain compliance and evaluate EEO/AA accomplishments. The system is monitored by the Diversity EEO/AA Manager. It:

- Maintains and monitors accurate and up-to-date records on all referrals, applicants, hires, promotions, transfers and terminations by race and gender to be certain that all employees are treated in a fair and equitable way.



- Reviews and selects promotional and training procedures to ensure they are nondiscriminatory.
- Informs top management of the effectiveness of the policies and procedures, and making recommendations for improvements, if necessary.

All prospective, new and present employees are informed about the Laboratory's EEO/AA Program.

CONCLUSION

A workforce that reflects diversity of gender, ethnicity, race, culture, experience and identity allows us to attract the best and brightest candidates for positions on our staff, who understand, assess and provide solutions to the world's most complicated problems. A diversity of perspectives compliments our world-class talent and facilities in advancing the mission of Berkeley Lab: *"bringing science solutions to the world."*